

The following is copied from the latest CDC Community Planning Guidance:

B. Concurrence, Concurrence with Reservations or Nonconcurrence

Letter of Concurrence, Concurrence with Reservations, or Nonconcurrence — As part of its application to the CDC for federal HIV prevention funds, every health department must include a letter of concurrence or nonconcurrence from each CPG officially convened and recognized in the jurisdiction.

CPG members should carefully review the comprehensive HIV prevention plan and the health department's entire application (including the proposed budget) to CDC for federal funds.

- It is the responsibility of the health department to provide the CPG with ample time to review the health department's application.
- Health departments should provide the CPG with the jurisdiction's "Community Planning Linkage Table Worksheet" showing how the priorities identified in the plan are being addressed in the jurisdiction and which priorities specifically are being addressed in the application for CDC funding.
- It is the responsibility of the CPG to determine whether the health department's application reflects the priorities of the CPG's comprehensive HIV prevention plan.

It is critical that the CPG review the proposed allocation of resources in the health department's application using the "Community Planning Linkage Table Worksheet." In reviewing the application, CPGs are reminded that:

- CPGs are not asked to review and comment on internal health department issues such as salaries of individual health department staff or funding to specific HIV prevention services agencies,
- The letter of concurrence or nonconcurrence directly relates to the jurisdiction's proposed allocation of CDC funds for HIV prevention, and
- The community planning process requires setting priorities for target populations and a recommended mix of prevention interventions for each population.

Letters of concurrence, concurrence with reservations, nonconcurrence should indicate:

That the CPG was provided with a copy of the comprehensive HIV prevention plan and the health department's application for federal HIV funding, including the budget;

The degree to which ("how well or not") the health department and CPG has successfully collaborated in developing, reviewing, or revising the comprehensive HIV prevention plan;

The degree to which the health department has responded to the priorities in the comprehensive HIV prevention plan in its application to the CDC for federal HIV prevention funds;

The process used for obtaining concurrence, including:

- A description of the process used by the CPG to review the application;
- The amount of time the CPG had to review the application;
- Who from the CPG reviewed the application (e.g., co-chairs, members, subcommittee chairs, etc.);
- The degree of concurrence (i.e., without reservation, with reservations, or nonconcurrence); and

At a minimum, the letter(s) should be signed by the co-chairs of each CPG on behalf of the CPG. The letter should include an indication that the Co-Chairs have reviewed and understand the application, are signing the letter on behalf of the CPG, and will report on the concurrence process to the entire CPG.

The Letter of **concurrence** may include **reservations** or a statement of concern/issues. The health department will be required to address these reservations or concerns in an addendum to the HIV prevention application.

Letter(s) of **nonconcurrence** indicate that the HIV prevention community planning group disagrees with the program priorities identified in the health department's application. The letter should cite specific reasons for nonconcurrence. In instances when a health department does not concur with the recommendations of the HIV prevention community planning group(s) and believes that public health would be better served by funding HIV prevention activities/services that are substantially different, the health department must submit a letter of explanation in its application. **CDC will assess and evaluate these explanations on a case-by-case basis and determine what action may be appropriate.**

When CDC receives a letter of nonconcurrence or if the health department does not meet the requirements specified by this *Guidance*, actions may include any of the following:

- Obtaining more input/information regarding the situation;
- Meeting with the health department and co-chairs;
- Negotiating with the health department regarding the issues raised;
- Recommending local mediation;
- Requesting that the health department provide a detailed corrective action plan to address areas of concern and specify a timeframe for completion;
- Conducting an on-site comprehensive program assessment to identify and propose action steps to resolve areas of concern;
- Conducting an on site program assessment focused on a specific area(s);
- Developing a detailed technical assistance plan for the project area to help systematically address the situation;
- Placing conditions or restrictions on the award of funds pending a future submission by the applicant; and
- Loss of funding in future applications, if nonconcurrence or poor performance is not satisfactorily addressed.